

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
116-06

Effective Date:
07/11/2017

Subject:
Community Service Officers

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To provide general guidelines and procedures concerning the operational use of Community Service Officers within the Patrol Division.

POLICY:

It is the policy of the Farmington Police Department to utilize Community Service Officers to perform a variety of routine, technical and administrative duties in support of law enforcement activities in situations where their use is a viable alternative to the use of a sworn/certified police officer.

PROCEDURE:

Community Service Officers are non-sworn uniformed personnel that perform a variety of law enforcement related and community service functions. The uniform and shoulder patch are designed to clearly distinguish the Community Service Officer from sworn/certified uniformed personnel. Community Service Officers should not knowingly have personal contact with criminal suspects.

The primary duties and responsibilities of Community Service Officers are:

1. Performs a variety of routine, technical and administrative work in support of law enforcement activities;
2. Performs Patrol duties on their assigned shift. A Community Service Officer may be assigned specific desk duties to include, receiving visitors to the police department, directing persons to the appropriate office, answering and directing phone calls, taking walk-in reports on theft, criminal activities, relaying messages to field police personnel via radio and other similar tasks;
3. Assist Patrol Officers in performing traffic control, at traffic accident scenes, special events and other similar situations;
4. Assist officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved;

5. Enforces parking violations and tows vehicles, if warranted;
6. Investigate private property non-injury accidents, takes witness and victim statements, and writes reports;
7. Writes reports on certain offenses such as gas frauds, lost or stolen property, found or recovered bicycles, or any other non-arrest type misdemeanor reports. May take felony reports such as embezzlements, larceny, auto burglary, forgery, criminal damage to property and other similar reports where no suspect is present;
8. Serves subpoenas, but are limited to prosecution witnesses and officers in criminal cases;
9. Performs duties of a field evidence technician when needed, secures scenes to facilitate collecting evidence, assists in taking photographs of scenes, lifting fingerprints, and making plaster casts;
10. Testifies in court when necessary;
11. Must maintain confidential Departmental information.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Required Training:

Community Service Officers receive six weeks of agency academy training and a minimum of ten weeks of field training with a Field Training Officer (FTO) prior to being released to work on their own. The classroom and FTO training includes the following items:

1. Familiarization of laws;
2. Criminal courts;
3. Traffic courts;
4. Citations;
5. Traffic direction and control;
6. Traffic accident investigation;

7. Observation skills;
8. Field note taking;
9. Interview and interrogation techniques;
10. Crime scene investigation;
11. Evidence collection;
12. Driving techniques;
13. Use of chemical mace;
14. Defensive tactics.

The above items are areas of essential training. Other training is provided based on duties assigned or anticipated.